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ATTACHMENT B  
IHC-D-130/1

GENERAL GUIDANCE

- a. Copies and Due Date - Four copies of contributions to the Annual Report (AR-2) should be sent to the Executive Secretary, IHC, Room 4E24, CIA Headquarters on or before 7 July 1969.
- b. Classification - The Annual Report will be classified SECRET. Codeword, Top Secret, Crypto, RD, or other specially controlled material will be put in a separate annex to AR-2.
- c. Form - Contributions should be typed (double-spaced) so that each chapter starts a new page (8 x 10½ paper preferred). A report control symbol will be included on contributions from the military services and DIA. (RCS: DIA-OA-U1)
- d. Length - Individual items should be descriptive but not exhaustive. If the write-up of an item exceeds two pages, a summary should be prepared and the full text submitted as an annex.
- e. Contractors - Where security and rules of disclosure permit, the name of the contractor involved in an activity should be provided.
- f. Completeness - All contributing organizations (See Distribution List) are encouraged to report items for all chapters -- where appropriate. It is understood that, for good and sufficient reasons, some organizations may have nothing to report in certain chapters.

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g. Constraints - The DCI indicated, in his memorandum to the President on October 22, 1968, that he would inform the President on progress made on "costing and scheduling" the CIHS. Therefore, it is important that reporting agencies identify resource limitations and technical problems, as well as accomplishments, in order to provide an objective report on progress. Resource limitations include such things as budgetary limitations, shortage of skilled manpower, inadequacies of extant software and equipment, and lack of community standards.

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Chapter 1. General

- a. Contributors - The IHC Support Staff will write this chapter.
- b. Discussion - This chapter will serve as an introduction to the report. It will include authorization, a brief description of the contents, rationale for report structure, etc. A list of the principals and official observers will be included as well as membership or organization changes affecting the IHC. The organizing of the Support Staff and the Subcommittees will also be reported here. A list of Committee reports published during FY69 will be included as an annex.

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Chapter 2. Highlights of Reporting Period.

a. Contributors - All IHC member organizations are responsible for selecting and preparing the narrative for items to be included in this chapter.

b. Discussion - This chapter of the report should contain significant news-in-brief (three or four sentences) information on topics judged by the contributors to be of considerable interest. Items might be first time or last time events, technological advances, or announcements affecting community information handling activity. The details on items selected should be included in the appropriate chapters of the report and referenced in this chapter.

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Chapter 3. Systems, Techniques, or Activities of Community Interest  
Not Covered in Other Portions of this Report.

- a. Contributors - All IHC member organizations are invited to contribute to this chapter.
- b. Discussion - Systems, activities, and accomplishments reported in other chapters should, of course, not also appear here. Examples of what might be included are evaluations or changes in the structure or use of the File and Program Catalogue System or the Item Register, and linguistic uses of computers. Information on achievements or activities of previous years may be treated in this chapter if they have not been previously reported and do not logically fall under any of the other chapter headings. An example of this category might be DIA's Automated Intelligence Report and Evaluation System (AIRES).
- c. Activities outside the intelligence community which are likely to have an impact on present or future intelligence information handling can be reported, along with suggestions for specific applications. Those which are R&D in character, however, should be included in submissions for Chapter 5.

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Chapter 4. Development of Rules, Procedures, and Formats for  
Community Information Handling, and Specific Arrange-  
ments for Intelligence Information Exchange

- a. Contributors - All IHC member organizations are invited to contribute to this chapter.
- b. Discussion - Describe efforts during the year to develop rules, procedures, and formats in order to facilitate information exchange between your agency and one or more other members of the intelligence community. Intra-agency efforts to develop or adopt data handling standards may be included if the solutions arrived at are deemed suitable for community applications.
- c. Describe, in detail, arrangements for inter-agency information exchange negotiated or implemented during the reporting period -- including, when pertinent, such information as subject matter, exchange media, parties involved, volume of data and frequency of exchange, formats utilized, codes employed, and means of transmission. Data sharing arrangements of long standing should be included only if they have not been reported on previously, or if there are significant new developments to report.
- d. Organizations participating in the COINS Experiment will be requested to report on COINS progress by the COINS management structure, and are therefore not asked to report on COINS in AR-2. References to, and, where appropriate, excerpts from the COINS Annual Report will be developed by the System Design and Development Subcommittee.

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Chapter 5. Research and Development

a. Contributors - All IHC member organizations are invited to contribute to this chapter.

b. Discussion - This chapter should include reports of progress on research and development (R&D) in information handling in FY69. Information on past activities or future plans may be included when it is considered to be of more than routine interest.

c. Contributions should discuss activities of interest to your organization, whether funded by your organization or another. Descriptions of relevant activities (Forms 1498, 1634, or the like) should be included.

d. In recognition of the lack of agreement, throughout the intelligence community, on a precise definition of R&D, contributors should err on the side of a liberal interpretation. Include activities stipulated as R&D as well as "fallout" from operations support or other projects.

e. The following questions are designed to aid in formulating a contribution to this chapter of the report:

(1) What R&D activities or programs do you now have underway which are directed toward improving information handling? What are the objectives and time frame associated with such programs? What progress can be reported and what are the significant problems yet to be solved?

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Chapter 5 (Cont'd).

(2) What components or individuals in your organization direct or are responsible for R&D programs and activities in information handling?

(3) What are the interface problems which you anticipate, or have addressed, between information handling systems and other major systems, e.g., tactical, command and control, collection, etc.?

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Chapter 6. Information Storage, Retrieval, and/or Dissemination

a. Contributors - Contributions to this chapter are invited from all IHC member organizations.

b. Discussion - Topics covered should include, i.e., reports of progress during the past year in implementing, or experimenting with, systems of generalized information storage and retrieval (e.g., AEGIS, SNS); specialized, EDP-based, summary information files designed specifically to support analysis or operations (e.g., QUIKTRAK, IIS); intra-agency on-line systems for remotely querying computer-held data bases (e.g., RYE/TIPS, ANSRS); document storage and delivery systems (e.g., VIDEOFILE); automated dissemination systems or feasibility studies (e.g., CIA/CRS, State/SNS); and adoption of new data input or reduction devices and techniques (e.g., Optical Character Recognition).

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Chapter 7. Preliminary Plan to Improve the Community Information  
Handling System (CIHS)

- a. Contributors - This chapter will be written by the IHC Support Staff.
- b. Discussion - The status of the efforts and the progress towards furthering the preliminary plan for improving the CIHS (as outlined in the 22 October 1968 report to the President by the DCI, see USIB-D-71.1/3) will comprise the major portion of this section. Presently, the greatest effort has been on inventorying the information handling systems of the community. The results of this effort will be reported here..

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Chapter 8. Education and Training

An IHC memorandum entitled "Information Science Training Report, RCS: DIA-OA-T2", file IHC-D-113.5/9, calling for Education and Training reports will be published in the near future. This memorandum will request that the Education and Training Report be submitted to the IHC Support Staff on or before 31 July 1969. These reports will constitute the contributions of the member organizations to this chapter of the IHC Annual Report (AR-2). Note that all other contributions to AR-2 are due on or before 7 July 1969.

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Chapter 9. Information Handling System for the National Indications Center (NIC)

a. Contributors - The Director, NIC, will be requested to submit a contribution to this chapter. All IHC member organizations are also invited to submit information for this chapter.

b. Discussion - Innovations in the information handling capability of the NIC in order to increase the identification and selection of pertinent warning information would be appropriate for inclusion in this chapter. Submissions to this chapter should also include inter-agency and intra-agency efforts to facilitate the information handling aspects of the intelligence process related to warning and associated intelligence problems. These efforts need not be directly connected to an effort at the NIC. Some examples are: improvements in the timeliness of the evaluation and coordination of critical intelligence, improvements in the CRITICOM Network, and new simulation techniques and models for warning analysis in order to effectively isolate information pertinent to a crisis situation.

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Chapter 10. Security in Information Handling Systems

- a. Contributors - All IHC member organizations are invited to contribute to this chapter.
- b. Discussion - This chapter should include reports of progress in the development of techniques, procedures, and devices to promote and improve security in automated information handling systems.
- c. The following questions are designed to aid in formulating a contribution to this chapter of the report:

(1) What methods or programs have you instituted to provide security in automated information handling systems? Do you have suggestions that you can offer regarding existing or potential solutions to those security problems in information handling you consider most critical?

(2) Do you have a requirement for multi-level (i.e., users having different clearances) security in automated information handling systems? Do you have requirements for terminals with multi-level security?

(3) What progress has been made toward obtaining multi-level security in your system(s)? What security measures have you employed to achieve multi-level security? What technical or procedural problems have you encountered in multi-level security? Which of these appear incapable of solution in the foreseeable future, i.e., the next five years?

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Chapter 11. Information Handling Support Under Conditions of  
General War and Other Disasters

a. Contributors - All IHC member organizations are invited to contribute to this chapter.

b. Discussion - Information is needed on efforts underway or completed within the intelligence community which relate to information handling under conditions of general war and other disasters. The scope of interest includes efforts on identification of requirements, planning, implementation and operational status.

c. Input should cover the following major topics:

(1) Communications - Means of communication to be utilized. Provisions made for communications at all security levels.

(2) Physical Protection of Data Files - Techniques for protection against fire, blast, and radiation. Recent developments/advancements in these techniques.

(3) Alternative Sites for Data Files Storage - Criteria for selecting data files to be stored in alternate sites, criteria for site selection, and equipment needs and installation.

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